



CON 090

Fundamentals of Contracting

4th Estate Summit
September 23, 2009

**Presented by
James W. Malloy
LCIC-CM**

Agenda

- Vision
- Course Objective
- Course Goal
- Course Design Strategy
- Assessment Strategy
- Milestones
- Deployment Considerations

Vision

- Develop a four week foundational course for new hires or those not DAWIA Level I certified in the contracting career field
 - Complete immersion in the FAR, DFARS, DFARS/PGI
 - Provide knowledge of contracting based on 28 technical competencies and 52 sub-elements deemed most important to the contracting community



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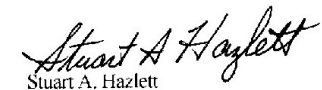
MEMORANDUM FOR PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

SUBJECT: New Contracting Course Architecture Requirements

Thank you for meeting with Ms. Delia Adams and me to discuss the contracting course requirements and development efforts.

I want to reiterate the basic course requirement which is complete immersion by new hires in the Federal Acquisition Regulation and the Defense Federal Acquisition Regulation Supplement. A model for development is the former Management of Defense Acquisition Contracts Course. Students will take the course in residence. It is not a comparison to current Level I courses nor is the intent to replace any current DAU course. Therefore, do not eliminate or change any current DAU course due to creation of this requirement. This course will be mandatory for all new hires within their first year of employment.

Again, the primary focus of this effort is to create a FAR/DFARS total immersion training course. Thank you and your staff for assuming this important task. My point of contact for this requirement is Ms. Delia Adams, Senior Procurement Analyst, who can be reached at 703-602-0710 or via e-mail at delia.adams@osd.mil.



Stuart A. Hazlett
Deputy Director, Strategic Sourcing
Defense Procurement and Acquisition Policy

Objective

Given a set of contracting facts, the student will support a contracting business position developed through research with emphasis on the Federal Acquisition Regulation System and applicability to contract planning, formation, management and contract pricing.

Overall Course Goal

To ensure that students become familiar with topics contained within FAR Parts 1-53 and as supplemented. Prepare 21st century acquisition workforce to operate successfully in a web enabled environment. FARs/DFARs in classroom will serve as point of reference.

Course Design Strategy

- 4 Modules of Instruction w/associated TLOs/ELOs
- Module 1
 - Contracting Overview (13 Parts: FAR 1-4, 32-39, 41, 52, 53)
- Module 2
 - Contract Planning: (15 Parts: FAR 5-12, 16,19, 22-26)
- Module 3
 - Contract Formation: (7 Parts: FAR 13-15, 17,18, 30-31)
- Module 4
 - Contract Management: (15 Parts: FAR 27-29, 32,33, 42-51)
- Pricing integration throughout modules

Identify the basic principles of government contracting

- Institutional Framework of government contracting
- Federal Acquisition Regulation system
- Source of statutory authority
- Ethics/Improper Business Practices
- Special categories of contracting
- Introduction to Pricing
- Administrative Matters
- Definitions

Module 2 - Planning

Describe the policies and procedures associated with acquisition/contract planning

- Market research, methods of procurement, contract types, and socio-economic requirements
- Required sources of supply
- Contractor responsibility
- Small Business assistance
- Pricing arrangements (as pertains to contract type)
- Competition in Contracting Act (CICA)
- Synopsis, pre-solicitation requirements

Module 3 - Formation

Describe the policies and procedures for soliciting offers and making awards

- Simplified Acquisition Procedures
- Sealed Bidding
- Contracting by Negotiations
- Source selection
- Pricing
- Multi-year/Options
- Emergency acquisitions

Module 4 – Management

Describe the policies and procedures for post-award management of contractual actions

- Contract administration
- Contract modifications
- Pricing of contract modifications
- Protests, disputes and appeals
- Contract financing and payment
- Contractor performance/QA
- Contract property management
- Contract terminations/close-out

Methods of Instruction

- Limited lecture/facilitated discussion
- Research FAR/DFARS/PGI and web sources (e.g. ACC, AKSS, GAO Reports, DPAP/SS policy directives)
- Reading assignments
- Video presentations
- Interactive activities
- Case studies
- Homework assignments
- Student electronic information tool

Assessment Methods

- Pretest at beginning of each module
- Individual Graded Examinations (4-6)
 - Objective-based
 - Modular (Overview 1, Planning 1, Formation 1, Management 1)
 - Open and closed book, timed exams
 - Questions based on student research of the FAR/DFARS/PGI
- Graded and ungraded quizzes/exercises

Course Development Plan

CON 090

| Activity | Date | |
|--|------------------|---|
| IPT Kick-off Meeting, Ft. Belvoir, VA | 24-26 Mar 09 | ✓ |
| DPAP/SS Status Brief (Mr. Stuart Haslett/Ms. Delia Adams) | 24 Apr 09 | ✓ |
| Develop PWS w/CSC (LAD&S Contract) | 16 Jun 09 | ✓ |
| Refine Course Design Document | 6 Jul 09 | ✓ |
| Content Delivery (ISPs, Test questions, problems handouts, slides) | 30 Sept 09 | ✓ |
| Instructor pilot #1 DAU-CNE, Fort Belvoir, VA | 19-30 Oct 09 | |
| Instructor pilot #2 DAU-West, San Diego, VA | 30 Nov-11Dec 09 | |
| Student pilot #1 DAU-CNE, Fort Belvoir, VA | 4-29 Jan 10 | |
| Student pilot #2 DAU-West, San Diego, VA | 22 Feb-19 Mar 10 | |
| Final course updates | 22-26 Mar 10 | |
| Full FY10 Course roll-out | 10 Apr 10 | |

CON 090 Pilots FY10



4 Pilots = Risk
Reduction

- Two Instructor Pilots – IPT Faculty

- Oct-Dec Timeframe

- Two Student Pilots

- Jan Timeframe
- 1 Offering at CNE
- 1 Offering at MWT or WST (TB)

|  Estimated Student Pilot Expenses Per Pilot Offering  | | |
|--|-----------------------|--------------------|
| Student Pilot Class Size | 24 Students | |
| Avg #of Travelers (24*.60) | 14 Students Travelers | |
| Avg Travel & Per Diem Per Traveler (27 Days TDY) | \$ 6,050.00 | \$ 84,700.00 |
| Book/Material Expenses Per Student | \$ 50.00 | \$ 1,200.00 |
| Estimated Total Student Pilot Expenses Per Offering | | \$85,900.00 |

**Approx Cost Per Student
Pilot = \$86K**

Course to be Deployed in Apr 2010

Planned CON 090 Offerings FY10

| Region | # of Projected Offerings | # of Weeks | Potential Student Throughput | Notes |
|--------------|--|------------|------------------------------|--|
| CNE | 7 | 28 | 210 | Includes 1 Student Pilot (Jan 2010) 6 Offerings Scheduled from Apr-Sept |
| MAT | 5 | 20 | 150 | Offerings Scheduled from Apr-Sept |
| MWT | 9 | 36 | 270 | Offerings Scheduled from Apr-Sept |
| STH | 7 | 28 | 210 | Offerings Scheduled from Apr-Sept |
| WST | Cost savings guidance is for the Regions to block rooms at base billeting to assist with keeping student lodging expenses down. | | | |
| Total | 34 | 136 | 1 020 | |

Workforce accessions typically take place in the Spring & Fall.

Facilities/Equipment FY10-FY11

| | |
|--------------------------------------|---|
| FY10 Based on 34 Offerings | <ul style="list-style-type: none">• No additional classrooms in the Regions.• May need to move (in some Regions) short duration courses/offerings to accommodate the 4 week CON 090 offerings. Funding for rentals will be provided.• 2 sets of laptops per Region. |
| FY11 Based on 84 Offerings | <ul style="list-style-type: none">• Will take a hard look at facility capacity for full year schedule. |

Faculty Resources

Needed / Hiring Timeframe

- **17 “Band A” new hires**
 - Distribution to the Regions
TBD
- **On-board NLT Dec ‘09**
- **Average 700 teaching hours per FY**
- **DAU to hire “Best Players Available” and share instructor resources across the Regions**
- **2-4 months to train new faculty**

Hiring Assumptions

- Retired/separating military
- Corporate/private sector hire
- Other Federal Agencies

| CON 090 | FY10 Apr-Sept | FY11 Full Year |
|-----------------------------|------------------|-------------------|
| Offerings | 34 | 84 |
| Teaching Weeks Per Offering | 4 | 4 |
| Hrs Per Offering | 160 | 160 |
| Platform Hrs | 5,440 | 13,440 |
| Faculty Load | 350 | 700 |
| #Faculty Teaching Weeks | 15.5 | 19.2 |

Faculty Resources

CON 090 Teaching Certification Process

